

13 AUG 1963

**MEMORANDUM FOR: Assistant Director, Central Reference**

**SUBJECT** : Documentation Support [REDACTED]  
**REFERENCE** : Your memo dated 26 July 1963; same subject

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1. The recommendations made in the referenced memo have been studied and I have suggested that certain changes be made in our current procedures concerning the selection and transmission of documents [REDACTED]. It is intended that the passing of documents under the contract arrangement that CIA has [REDACTED] be monitored directly by [REDACTED] the responsible project officer, as soon as this can be worked out.

2. It is our plan to shift this work directly to the Staff and hence we will no longer be needing the services of [REDACTED]. We have not yet communicated this decision to [REDACTED] and would prefer to hold up on the formal shift of work and responsibility for a short period of time. The reason for the delay is merely a matter of personnel. As soon as we have succeeded in filling the slot vacated by the resignation of [REDACTED] assistant, we will be in a position to complete the transfer of work.

3. Therefore, I would like to underline my concurrence in your suggestions concerning a readjustment of responsibility and request that we delay the formal shift of work for the time necessary to resolve our own personnel situation. Also, we will wish to give [REDACTED] a reasonable advance warning that her services will not be needed.

4. Once again, I wish to express my appreciation for your support in this matter over the years.

[REDACTED]  
Chief  
[REDACTED]

cc: C/OCR/DD

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